



TAVISTOCK TOWN COUNCIL

PERSON SPECIFICATION

Job Title: Markets & Events Assistant

QUALIFICATIONS/ KNOWLEDGE & SKILLS/EXPERIENCE	ESSENTIAL	DESIRABLE
Qualifications		
1. Minimum of 3 GCSEs (or equivalent) including Maths and English Language	No	Yes
Knowledge and Skills		
1. Ability to work in a team	Yes	No
2. Ability to interpret work instructions, both written and verbal, and implement them	Yes	No
3. Excellent communication and customer care skills	Yes	No
4. Knowledge of basic administrative processes	No	Yes
5. Knowledge of Health & Safety practices relevant to work environments	Yes	No
6. IT skills commensurate with the post	No	Yes
7. Understanding of basic COSHH and manual handling requirements	No	Yes
Experience		
1. Minor property maintenance experience	No	Yes
2. General ground maintenance experience	No	Yes
3. Event support, including bar experience	No	Yes
Additional Requirements		
1. Be physically capable of undertaking necessary duties	Yes	No

Other		
1. A willingness to undertake training, as necessary	Yes	No
2. Ability to work outside normal hours when required re: job description duties pertaining to events	Yes	No